

# MS Access: Connecting the State Department with the Outside World



Project Title	MS Access: Connecting the State Department with the Outside World
Project Summary	Design a much needed Access database to streamline information gathering for engagements and talking points for the Bureau of Conflict and Stabilization Operations. This system will be used to present information in a comprehensive and clear way to senior State Department officials.
Country	United States
Agency	Department of State
DoS Office	CSO/EX
Post	N/A
Section	N/A
Number of Interns	1

## Project Description

The State Department is doing incredible work around the world every day and to be the most effective we need to have an efficient system for tracking our work and our contacts. This project is a request to design a MS Access 2010 database to collect and track talking points and public speaking events for the Bureau of Conflict and Stabilization Operations. This will include creating tables for people, events, organizations, and talking points. Forms will need to be designed for data entry. Queries need to be created to pull common information requests. And finally reports need to be developed for presenting information in a comprehensive and clear way to senior State Department officials. In short we are looking for a way to manage copious amount of information in a manner that is easy to update and maintain! We have identified MS Access 2010 as the system we want to use and are ready to move to the design phase.

## Desired Skills Interests

## **Additional Information**

You will be working closely with the Public Affairs Officer for the Bureau of Conflict and Stabilization Operations. The emphasis is on designing a functional Access database that meets the needs of the Bureau.

## **Language Requirements**

*None*